

**MINUTES – CITIZENS OVERSIGHT/FINANCE ADVISORY COMMITTEE  
SPECIAL MEETING – NOVEMBER 28, 2017  
VETERANS MEMORIAL HALL – 3:30 P.M.**

MEMBERS PRESENT:	Barbara Spagnola	Chairperson
	Bart Beckman	Member
	Dawn Addis	Member
	John Martin	Member
	Walter Heath	Member ( <i>arrived at 3:36 p.m.</i> )
MEMBERS ABSENT:	David Betonte	Member
	John Erwin	Member
STAFF PRESENT:	Jennifer Callaway	Finance Director
	Valerie Webb	Senior Account Tech

**ESTABLISH A QUORUM AND CALL TO ORDER**

<https://youtu.be/m4q3IAGJVqY?t=1m9s>

A quorum was established with 4 members present and the meeting was called to order at 3:30 P.M.

**COMMITTEE MEMBERS ANNOUNCEMENTS AND PRESENTATIONS**

<https://youtu.be/m4q3IAGJVqY?t=1m57s>

Chairperson Spagnola announced Member Martin would be departing the meeting at 4:15 p.m.

Chairperson Spagnola referenced a written history of Measure Q that she distributed electronically and there was a brief discussion regarding the perceived intent of Measure Q funds.

**PUBLIC COMMENT PERIOD**

<https://youtu.be/m4q3IAGJVqY?t=13m15s>

No public comment.

**A. CONSENT CALENDAR**

<https://youtu.be/m4q3IAGJVqY?t=13m29s>

**1. APPROVAL OF MINUTES FOR THE OCTOBER 17, 2017, REGULAR CITIZENS OVERSIGHT/FINANCE ADVISORY COMMITTEE MEETING**

**MOTION:** Chairperson Spagnola moved to approve the CFAC meeting minutes of October 17, 2017. Member Addis seconded, and motion carried 5-0.

Administrative Correction to include John Martin as present.

## B. BUSINESS ITEMS

1. BRIEF FINANCE DEPARTMENT UPDATE – AUDIT, STAFFING, BUDGET  
<https://youtu.be/m4q3IAGJVqY?t=14m14s>

No public comment.

Finance Director Jennifer Callaway presented the Finance Department update and stated her intent to present a draft budget calendar in January 2018.

2. REVIEW OF FY 2016/17 UNAUDITED TRANSACTIONS FROM THE COLLECTION OF THE GENERAL PURPOSE LOCAL SALES TAX, COMMONLY KNOWN AS “MEASURE Q”  
<https://youtu.be/m4q3IAGJVqY?t=17m7s>

Finance Director Callaway responded to Member inquiries.

In response to inquiry by Chairperson Spagnola, Finance Director Callaway agreed to research and provide information regarding the cost and feasibility of an early lease pay-off of the existing Caterpillar equipment.

3. REVIEW OF FY 2016/17 CARRYOVER AND UNALLOCATED CASH FROM THE COLLECTION OF THE GENERAL PURPOSE LOCAL SALES TAX, COMMONLY KNOWN AS “MEASURE Q”  
<https://youtu.be/m4q3IAGJVqY?t=42m11s>

There was a discussion regarding the carryover and unallocated cash from the collection of Measure Q funds.

Chairperson Spagnola opened the public comment period.

Robert Livick, Director of Public Services, provided information regarding water planning efforts and responded to Member inquiries.

*Member Martin left the meeting at 4:19 p.m.*

MOTION: Member Heath moved to approve the FY 16/17 Unaudited Expenditures from Measure Q. Member Addis seconded and motion carried 4-0.

4. SUBCOMMITTEE UPDATES  
<https://youtu.be/m4q3IAGJVqY?t=51m6s>

Member Addis presented a summary of subcommittee recommendations, including a budget calendar, links to budget documents on the City’s homepage, and videos to explain the budget process.

5. FUTURE AGENDA ITEMS

<https://youtu.be/m4q3IAGJVqY?t=58m58s>

Finance Director Callaway stated the implementation of purchasing software is a top priority and an update on the process should be available by February.

C. SCHEDULE NEXT MEETING

The next Regular Meeting of the Citizens Finance Advisory Committee is scheduled for Tuesday, January 16, 2018.

D. ADJOURNMENT

The meeting adjourned at 4:40 p.m.

Recorded by:

Valerie Webb